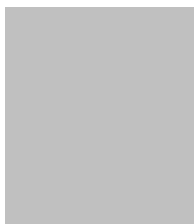


PERSONAL INFORMATION

Perpetua Farcas



📍 44, Veteranilor Street, Gheraesti, 617205, Romania

☎ 0790386378

✉ hiraethnoor00@gmail.com

Sex Female | Date of birth 16/08/2003 | Nationality Romanian

STUDIES APPLIED FOR

Bachelor in Business Administration

WORK EXPERIENCE

June 2022 - September 2022

Waitress

Wok Buffet El Verger, Spain

- Greeting and escorting customers to their tables
- Presenting the menu and providing detailed information when asked
- Preparing table by setting up silverware and glasses
- Offering menu recommendations upon request
- Up-selling additional products when appropriate
- Taking accurate drinks order by memorisation
- Communicating order details to the Bar Staff
- Serving drinks orders
- Arranging table settings and maintain a tidy dining area
- Delivering checks and collecting bill payments
- Carrying dirty plates, glasses, and silverware to kitchen for cleaning
- Providing excellent customer service to guests

Business or sector: service sector

June 2022 - July 2022

Waitress

Cafelna, El Verger, Spain

- Greeting customers
- Presenting the menu and providing detailed information when asked
- Offering menu recommendations upon request
- Up-selling additional products when appropriate
- Taking accurate foods and drinks order by memorisation
- Communicating order details to the owner
- Serving foods and drinks orders
- Arranging table settings and maintain a tidy dining area
- Delivering checks and collecting bill payments
- Carrying dirty plates, glasses, and silverware to kitchen for cleaning
- Providing excellent customer service to guests

Business or sector: service sector

EDUCATION AND TRAINING

October 2022 - Present

Bachelor in International Business

Romanian-American University, Bucharest, Romania

- Microeconomics
- Fundamentals of accounting
- Management
- Investment efficiency
- Communication and Public Relations



- International Economics
- Finance
- Macroeconomics
- Economic Informatics
- Mathematics

PERSONAL SKILLS

Mother tongue(s) Romanian, Italian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
IELTS: C1					
Spanish	B1	B1	B1	B1	B1

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills ▪ good communication skills gained through my experience as a waitress.

Organisational / managerial skills ▪ time management and meeting deadlines are habits developed throughout my school years.

Program-related skills ▪ listening, observing and relating skills, as well as communication and connection with people from other cultural backgrounds acquired through multiple relocations around Europe.

Computer skills ▪ good command of Microsoft Office™ tools (following the Economic Informatics course)

Other skills ▪ acting (from a theatre course in my freshmen year in high school)

ADDITIONAL INFORMATION

Presentations
Honours and awards

- Conflict: ways of managing conflicts (at the Students Scientific Communication Session online at the Romanian-American University on May 3rd 2023)
- 1st place diploma in high school
- 1st place overall in the high school exam

ANNEXES

Replace with list of documents annexed to your CV. Examples:

- copies of degrees and qualifications;
- testimonial of employment or work placement;
- publications or research.

